



## MEMORANDUM

**Date:** January 19, 1999

**To:** Russell Bohart, Director  
Health & Welfare Agency Data Center  
1651 Alhambra Blvd.  
Sacramento, CA 95816  
IMS Code: C-36

**From:** Department of General Services  
Procurement Division  
System Integrity

**Subject:** DO-208 -- DELEGATION APPROVAL FOR CALIFORNIA CHILD  
SUPPORT AUTOMATION (CCSA) PROCUREMENT(S)

The Department of General Services (DGS), Procurement Division (PD) recently received a copy of your October 12, 1998 correspondence to Peter Stamison requesting authority under State Administrative Manual (SAM) Section 5215, to conduct two alternative procurements. Procurement oversight will be provided by Gerri Magers, Chief Deputy Director of the Health and Welfare Data Center (HWDC) and CCSA.

The first procurement shall secure system engineering services for the development and validation of concepts for implementation of the state component for the proposed CCSA project enforcement system.

The 2<sup>nd</sup> procurement – the statewide component of the CCSA system – will provide the State Case Registry (SCR) and State Disbursement Unit (SDU) functions described in the Personal Responsibility and Work Opportunity Act (PRWORA) of 1996, as well as providing the locate and financial interfaces, program monitoring, interstate case support and reporting functions required by the Family Support Act of 1988 (FSA88). In addition, the state component of the CCSA system will interface with up to four consortia systems that provide child support services in California counties.

It is our understanding you have already secured the Department of Information Technology's approval to conduct alternative procurements. Your letter also requests authority to conduct the procurements under the AB 1159 Alternative Protest Pilot. Your December 14, 1998 letter to Peter Stamison requests DGS, pursuant to SAM 5210.1, to delegate procurement authority to your department.

It is our understanding that you have requested this authority for both of the procurements contemplated for the CCSA project. You intend to award the initial procurement to between 2 and 4 suppliers, each of whom will be compensated \$500,000 to develop a Concept Definition/Validation products, and, since the

HWDC-CS-1999-601-0027

compensation has already been determined, the selection of these suppliers be based on quality and responsibility factors, and will not include pricing. The suppliers selected as a result of this procurement will be the only suppliers prequalified to compete for the second part of the project.

The second procurement will result in the selection of a single supplier to perform the CCSA full-scale development.

All of these requests are hereby approved by DGS pursuant to the department's authority set forth in Chapters 3 and 3.6 of Part 2 of Division 2 of the Public Contract Code.

**Delegation Number DO-208** has been assigned for this delegation. **This number is to be indicated on all contracts** awarded as a result of this authorization.

Unless noted otherwise, the following general terms and conditions apply to this delegation, and **apply to both solicitations**:

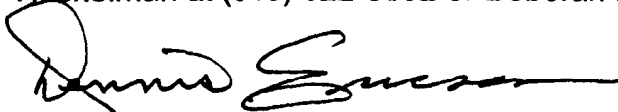
1. Your agency is to follow the procedures set forth in the Chapter 3 and 3.6 of Part 2 of Division 2 of the Public Contract Code (commencing with Section 12100 and 12125 respectively), and the State Administrative Manual, as appropriate.
2. **The DGS PD – both System Integrity and Major Acquisitions Units -- must review and approve each solicitation, and any addenda prior to their release to any bidders.** This review may be coordinated with Eric Heckelman, at (916) 322-3852. Eric will coordinate any required DGS-internal reviews.
3. The first solicitation shall be mailed to the full DGS PD bidders list, and shall also be advertised in the California State Contracts Register.
4. Should any bidder submit notice of their intent to use their firm's pre-negotiated contract language for this procurement, please contact Roger Thomas, Contract Review Manager, Major Acquisitions Unit at (916) 933-7762 for a copy of the language approved by this office.
5. When your analysis of all proposals received is complete and you have tentatively selected a supplier, before you publicly announce your intent to award the contract, please **first submit the following procurement documents for review and approval** to the DGS PD, System Integrity, Attention: Patricia Jones:
  - a. The solicitation including any addenda
  - b. The list of bidders to whom the solicitation was mailed
  - c. All correspondence between your department and suppliers related to the procurement or the proposals received
  - d. The Evaluation and Selection Report

6. If we concur with the selection, we will advise that the Notice of Intent to Award may then be released to all bidders. Once the 5-working day protest period has expired with no protests filed, the contract may be awarded to the supplier.
7. This procurement is approved for inclusion in the Chapter 762, Statutes of 1997, Alternative Protest Pilot Project (AB 1159, Bowen). Please include the language already provided your staff in your solicitation.
8. If any protests are received, they are to be resolved through the DGS PD as the disposition of protests cannot be delegated. **Immediately forward all protests received to the Protest Coordinator, DGS PD, 1500 5<sup>th</sup> Street, Sacramento, CA 95814.** Telephone: (916) 322-9636, Facsimile: (916) 322-9653.
9. Approval responsibility for single/sole source remains with the DGS. **If there is only one (1) responsive, responsible bidder, the procurement must immediately be suspended** and notification provided to this office before you proceed.
10. Your agency is to comply with the **Small Business Procurement and Contract Act**, Government Code Section 14835 that directs that a fair share of the State's purchases and contracts be placed with California certified small businesses, and provides for a 5% bid evaluation preference. Because selection in the first procurement is based solely on responsibility and quality factors, the small business preference does not apply to that procurement. We do, however, suggest you should strongly encourage bidders to use California certified small businesses to assist with the services to be provided.  
  
The small business preference applies to the 2<sup>nd</sup> procurement.
11. If you intend to require bidders' compliance with the **Disabled Veteran Business Enterprise Participation Program (DVBE)** requirements, the appropriate language must be included in the solicitation document. You may use DGS' language, or language pursuant to the goals of your agency. However, the language used must include the option for bidders to submit a Business Utilization Plan to the DGS for approval as permitted by Public Contract Code Section 10115.15.
12. The **Target Area Contract Preference Act**, the **Enterprise Zone Act**, and the **Local Agency Military Base Recovery Act** preferences do not apply to the first solicitation, however each of these preferences do apply to the second solicitation. These preferences, when applicable, are in addition to the Small Business preference, however, in no case may the total preferences applied exceed 15% of the total evaluated bid or \$100,000.
13. The Public Contract Code provides that solicitations based on evaluation criteria other than cost alone must provide for a **two-envelope evaluation** procedure. This procedure shall apply to the second solicitation. All bidder

pricing information shall be submitted separately and kept sealed and under lock and key until evaluation of all criteria, other than pricing, is completed and the results published. The sealed pricing proposals shall then be opened at a time and place designated in the solicitation and the remainder of the evaluation completed. The State's contact person for the administration of the procurement shall be identified in the solicitation. That person shall execute a certificate under penalty of perjury, which shall be made a permanent part of the official procurement file, that all pricing proposals received by the State have been maintained sealed and under lock and key until the time cost proposals are opened.

14. You are required to obtain the acquisition consulting services of the DGS PD, Major Acquisitions Unit. You agree to reimburse the PD at \$74.50 per hour, in consideration for procurement services and assistance provided.
15. Please send an informational copy of the awarded contract to the DGS PD, System Integrity Unit, Attention: Judy Heringer, immediately upon execution of the contract.

We are here to help you and ensure that you are successful in this procurement project. If you encounter problems or require assistance, please contact Eric Heckelman at (916) 322-3852 or Deborah Fraga-Decker at (916) 323-8061.



*for* C. F. GRADY, Deputy Director  
Department of General Services  
Procurement Division  
(916) 445-6942

CFG:paj

cc: Gerri Magers, HWDC  
Hal Ferber, HWDC  
Cheryl Hotaling, HWDC, CCSA  
Lee Kercher, Department of Information Technology  
Claims Audit Section, State Controller's Office  
Jeff Marschner, DGS Office of Legal Services  
Jim Hawkins, Audit Section, DGS  
Dennis Ericson, Manager, Major Acquisitions  
Debra Fraga-Decker, Major Acquisitions  
Eric Heckelman, Major Acquisitions  
Patricia Jones, Manager, System Integrity  
Susan Chan, System Integrity